

**STATE OF LOUISIANA  
DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT  
SECTION 26, ENTERPRISE SUPPORT SERVICES**

**Special Conditions and Specifications for furnishing Digitizing, Scanning, and Microfilm Services for large format drawings generated by Louisiana Department of Transportation and Development (DOTD) Baton Rouge, Louisiana.**

Please read the following instructions, special conditions, and specifications carefully. Any deviation may cause your bid to be disqualified.

**VARIOUS LARGE FORMAT DRAWINGS**

C = 11" x 14", D = 24" x 36", E = 34" x 42"

**CONTRACT**

Contract for digitizing, scanning, and microfilm services for various large format drawings generated by Louisiana Department of Transportation and Development (DOTD) in Baton Rouge, LA as requested in accordance with provisions set forth for the twelve (12) month period beginning July 1, 2016 or date of award, whichever is later, and ending June 30, 2017.

The continuation of this contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of a contract, or if such appropriation is reduced by the veto of the Governor or by any means provided in the Appropriations Act or Title 39 of the Louisiana Revised Statutes of 1950 to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

**STATEMENT OF OBJECTIVES**

The Department of Transportation and Development (DOTD) is seeking bids for scanning, digitizing, and microfilm services of large format drawings generated by DOTD.

The drawings will need to be digitized and delivered to DOTD on compact disc and three (3) copies of the scanned images will be required to be made and delivered on 35 millimeter microfilm reels. In addition an index of the drawings will be required and shall be delivered on compact disc according to the detailed specifications below.

## QUANTITIES

The estimated annual quantity is approximately 40,000 drawings. All bidders should note that no specific quantities are given or guaranteed. Only such scanning, digitizing, and microfilm services are required by the Department during the contract period will be ordered. All deliverables as outlined above and specified below must be included in the unit price bid.

## BID AWARD

The award will be made to the lowest responsible bidder based on overall price and acceptance of sample images requested by DOTD.

## SPECIFICATIONS

1. **Mandatory on-site visit for inspection and review is required. Bidders may contact Gilbert Bonnet or DeAndra Jenkins at (225) 379-1123 to schedule an appointment. The current vendor is exempt from this requirement.**
2. Drawings will be packaged and picked up by the successful vendor at the DOTD main offices located at 1700 Foss Drive, Baton Rouge, Louisiana. The Contractor will be required to remove and package the drawings for scanning and digitizing at its sole expense. All supplies required, including boxes, labels, transmittal documentation, etc. are the responsibility of the Contractor. Drawings in the possession of the Contractor will require transmittal documentation, produced by the Contractor, acceptable to DOTD, in order to track the whereabouts of all drawings at all times. The entire packaging and pick-up process will be supervised by and subject to DOTD approval. Drawings must be picked up and returned monthly.
3. The vendor must provide DOTD with a telephone number that will be monitored by the vendor twenty-four (24) hours a day, seven (7) days a week. In the event of an emergency, the vendor will be contacted and required by DOTD to return any requested volumes to DOTD within forty-eight (48) hours of notice.
4. All scanning, indexing, and microfilming is to be done at vendor's office. **Sub-contracting of any part of the services listed is strictly prohibited.**
5. The contractor must have twenty-four (24) hour surveillance for fire and burglary of its premises in order to provide maximum security of the drawings while in possession of the Contractor.

## DIGITIZING

6. Each image digitized must be scanned at a minimum resolutions of 200 DPI. Images must be oriented correctly for reading without the need for rotation. Images must be de-skewed and cropped with little to no black borders.

7. Images must be delivered on compact disc with the images of each drawing contained in a single-page TIFF. TIFF images must use Group IV compression and images must not be striped.
8. The project number of each drawing must be imprinted on each image page without overwriting any image information. The imprint must be positioned in the bottom, right-hand corner of each page. The imprint must read "LA DOTD Engineering Project #: <###-###>." The imprint must be written in a typeface whose height is between 10 and 18 points, inclusive.
9. Multiple projects are allowed on a single compact disc; however drawings from the same project number may not be broken over two compact discs. To the extent that drawings are available from DOTD, all drawings must appear in sequential order on the compact discs.

## FILMING

10. The filming of the drawings must be onto 35 millimeter silver negative, original film. The processed film must meet all ANSI specifications for archival film.
11. Each roll of film shall be sequentially numbered beginning with the number declared by DOTD. The first and last frame of each roll must be a standard resolution and density target. The second frame must be a page that lists all projects contained on that roll of film.
12. The project number of each drawing must be imprinted on each microfilm frame without overwriting any image information. The imprint must be positioned in the bottom, right-hand corner of each page. The imprint must read "LA DOTD Engineering Project #: <###-###-###, where ###-###-### is the actual project number of the drawing. The imprint must be written in a typeface whose height is between 10 and 18 points, inclusive.
13. Microfilm must be blipped. Each blip must have a sequential number that increases, without restarting, from the beginning to the end of the roll. This sequence number is the "film address" field in the image index.
14. The reduction ratio shall be as follows: C size drawings or equivalents shall be at least 16 reductions, D size or equivalents shall be at 24 reductions, and E size or equivalents shall be at 30 reductions. All edges of the filmed drawings must be visible on the film. The format shall be in a comic mode and the density and resolution must meet all ANSI specifications. Additionally, the image quality must be such that all information contained on the drawings must be reproducible on DOTD's microfilm reader printers to DOTD's satisfaction. All film images must be formatted so as to be of constant spacing in order to later accommodate mounting to microfilm aperture cards should DOTD decide to do so.

## DISPOSAL OF DOCUMENTS

15. Vendor will store original documents one hundred and twenty (120) day period after microfilming some original documents may be required to be returned to Louisiana Department of Transportation and Development (DOTD) and all other original documents (Not required to be returned) must be destroyed, upon authorization from DOTD, vendor shall destroy all documents in house (Vendor's place of business) by shredding a certificate of destruction outlining what DOTD documents and box numbers were destroyed will be delivered to Louisiana Department of Transportation and Development, Section 26, Enterprise Support Services, P.O. Box 94245, Baton Rouge, Louisiana 70804-9245 or by Electronic Mail to [Gilbert.Bonnet@La.Gov](mailto:Gilbert.Bonnet@La.Gov) or [Deandra.Jenkins@La.Gov](mailto:Deandra.Jenkins@La.Gov).

## INDEXING

16. The index should be returned to DOTD in ASCII format on compact disc. A label must be provided on the compact disc that indicates your company name, media format (16mm, 35mm, or CD), roll numbers (CD volume number), and the date the compact disc data was written. This same label information (not including roll numbers) must also be provided digitally on the compact disc in a separate file, or as the first record (header record) in the index file. The index should contain the following data fields. Each data field should be separated from the next by a space (blank). An index record is required for each set of information. We do not want a separate index record for every frame. The index record should represent a unique set of frames, not every frame. A unique set of frames means that index data fields 1 through 8 are the same. If any of these fields changes, a new index record should be written.

Header Record				
<u>Data Name</u>	<u>Starting Column</u>	<u>Length</u>	<u>Type</u>	<u>Example</u>
Header indicator	1	6	a	the work "Header"
Company Name	8	30	a	Acme Microfilm
Media Format	39	4	a	16mm, 35mm, CD
Date Written	34	10	a	03-15-1999

Index Record				
<u>Name</u>	<u>Starting Column</u>	<u>Length</u>	<u>Type</u>	<u>Example</u>
1. Route Number	1	7	a	La 1
2. Project Number	9	11	a	001-01-0026
3. Parish	21	2	n	01-64, 99
4. District	24	2	n	
5. Description 1	27	60	a	
6. Description 2	88	60	a	only if needed
7. File Code	149	1	a	
8. Document Code	151	1	a	
9. Roll Number	153	7	n	
10. Frame Number	161	4	n	
11. Number of Frames	166	4	n	

Types are **a** =alphanumeric, **n** =numeric

File codes are **E** =Engineering, **L** =Legal, **B**=Blueprint, **F**=Final Tracing,  
**R**=Right of Way, **S**=Shop Drawing

Frame number means the frame number on the roll where these frames, sheets or images begin.

Number of frames means the number of frames, sheets or images on this roll that this index record represents.

Must be text files, fixed format, not a comma delimited. It is DOTD's intention to combine the Departments current microfilm index with the index generated for these drawings.

All fields indexed are to be extracted from the title blocks of individual sheets being scanned.

All indexed information shall be keyed twice for verification purposes.

## DELIVERABLES

- The price bid per image must include **two (2) copies of the digitized images to be delivered in Group IV multi-page TIFF images on compact disc**. CDs are to be numbered sequentially starting with "0001". Each disc shall include the index for those drawings that reside on that disc. Additionally, **one (1) roll of 35 millimeter silver original microfilm and two (2) rolls of 35 millimeter silver negative duplicate microfilm of these images are required for archival storage**. DOTD will advise vendor what starting number microfilm rolls are to begin with. Drawings must appear on the CD and on the microfilm in sequential order to the extent that they were available at pick up.

## LABELING AND RECORD KEEPING

- Each CD and film box must be labeled with first and last project numbers and date of capture.

## **QUALITY CONTROL**

19. Contractor agrees to monitor the quality of the image capture process and to guarantee that all digital and microfilm images meet industry quality standards. Any images deemed unacceptable by DOTD shall be re-captured at Contractor's expense. DOTD reserves the right to reject any images not capable of being reproduced in readable fashion using DOTD's existing systems and equipment.

## **SAMPLES**

20. In order to be considered for this project, the low bidder must supply samples of all deliverables as described above for approval by DOTD prior to the bid award. CDs index and film must be of the same drawings and must comply with all specifications as outlined in this document. Interested bidders may contact Gilbert Bonnet with DOTD at (225) 379-1123 to inspect the drawings and to procure a sample drawing in the event they are low bid.

## **PRICES**

All prices quoted shall be in the unit of measure as shown on the bid and shall remain firm for the contractual period. Unit price must not exceed two digits to right of the decimal point. Unit price submitted beyond two digits will be rounded off to the nearest second digit.

## **BASIS OF AWARD**

The Department will award to the overall lowest responsive bidder. To be considered for an award, bidder must comply with all details of this proposal. The overall low bidder will be determined by multiplying the estimated quantity times the unit price bid on each item shown and totaling them together. In the event of an error in multiplication, the unit price will govern.

## **PAYMENTS**

Invoices will be paid by the Department within the discount period or within thirty (30) calendar days from receipt of correct invoice. If Contractor proposes a cash discount, discount period will start from receipt of correct invoice.

## **TAXES**

The bidder is responsible for including all applicable taxes in the bid price. State agencies are exempted from all state and local sales and use taxes.

## **REJECTION OF BIDS**

The state reserves the right to reject any and all bids and/or waive any informalities.

## **INVOICES**

Upon each delivery and its acceptance by the Department, the Contractor shall bill the Department by means of a monthly invoice according to the amount of monthly deliveries of finished product. Such invoice shall make reference to the appropriate contract number. Invoice price must agree with contract price. In no instance will invoice be paid which does not agree with the contract price. Invoices shall be submitted by the Contractor in triplicate directly to the DOTD Enterprise Support Services Section, P.O. Box 94245, Baton Rouge, Louisiana 70804-9245.

## **EXTENSION OF CONTRACT**

At the option of the State and acceptance by the Contractor, contract awarded under the proposal may be extended for two (2) additional, twelve (12) month periods at the same terms and prices upon giving thirty (30) days written notice to the Contractor. Contract is not to exceed thirty-six (36) months.

Prior to exercising the State's option to extend contract, the State will determine if an extension is in the best interest of the Department, taking into consideration current market trends, cost factors, price comparison with similar services in other states and various other factors.

## **TERMINATION OF CONTRACT**

The state reserves the right to terminate this contract prior to the end of the contract period upon giving thirty (30) days written notice to the Contractor for unsatisfactory performance, unsatisfactory delivery, unsatisfactory service, failure to meet specifications, misrepresentation by the Contractor, fraud, collusion, conspiracy or other unlawful means of obtaining any contract with the State. Conflict of contract provisions with constitutional or statutory provisions of the state or federal law, any breach of contract, and/or it is considered in the best interest of the Department. All orders picked up prior to the effective date of such termination shall be paid for by the Department in accordance with the terms of the contract, whereupon all obligations of both parties to the contract shall cease.

In the event the contract is canceled due to unsatisfactory performance, the Department reserves the right to complete the balance of the services on the open market and charge the difference back to the Contractor.

## **BIDDERS' CERTIFICATION OF EEOC AND ADA COMPLIANCE**

The Department of Transportation and Development and the State of Louisiana is an equal opportunity employer and looks to its contractors, subcontractors, vendors, and suppliers to take affirmative action to effect this commitment in its operations.

By submitting and signing this bid, certifies that he agrees to adhere to the mandates dictated by Title VI and VII of the Civil Rights Act of 1964, as amended; The Vietnam Era Veteran's Readjustment Assistance Act of 1974; Section 508 of the Rehabilitation Act of 1973; Section 202 of Executive Order 11246, as amended; and the Americans with Disabilities Act of 1990. Bidder agrees that he will not discriminate in the rendering of services to and/or employment of individuals because of race, color, religion, sex, age, national origin, handicap, disability, veteran status, or any other non-merit factor.

Bidder further agrees to keep informed of and comply with all federal, state, and local laws, ordinances, and regulations which affect his employees or prospective employees.

Any person who is a "qualified individual with a disability" as defined by 42 U.S.C. 1231 of the Americans with Disabilities Act who has submitted a bid on this procurement and who desires to attend the bid opening, must notify this office in writing no later than seven (7) working days prior to the bid opening date of their need for special accommodations. If the requested accommodations cannot be reasonably provided, the individual will be so informed prior to the bid opening date.

## **INDEMNITY**

Contractor agrees, upon receipt of written notice of a claim or action, to defend the claim or action, or take other appropriate measures, to indemnify, and hold harmless, the State, its officers, its agents and its employees from and against all claims and actions for bodily injury, death or property damages caused by the fault of the Contractor, its officers, its agents or its employees. Contractor is obligated to indemnify only to the extent of the fault of Contractor, its officers, its agents or its employees.

## **GUARANTEE AND LIABILITY**

The Contractor accepts the following guarantees:

1. Guarantee that the supplies delivered are free from defects in design and construction.
2. Guarantee that the supplies are the manufacturer's standard design in construction and that no changes or substitutions have been made in the items listed in this contract.

The Contractor holds and saves the State, its officers, agents and employees harmless from liability of any kind, including cost and expenses on account of any patented or unpatented invention, articles, devices or appliances manufactured or used in the performance of this contract, including use by the government.

For good cause and as consideration for executing this contract, the Contractor hereby conveys, sells, assigns and transfers to the State of Louisiana, all rights, title and interest in and to all causes of action it may now or hereafter acquire under the Antitrust Laws of the United States and the State of Louisiana, relating to the



particular goods or services purchased or acquired by the State of Louisiana pursuant to the Department of Transportation and Development.

**CONFIDENTIALY**

Contractor agrees to keep all DOTD records confidential.

Vendor's twenty-four (24) hour telephone monitoring description (refer to specifications, No. 2):

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Pick Up Site:

DOTD Microfilm Unit  
1700 Foss Drive  
Baton Rouge, LA 70802

Delivery Site:

DOTD Microfilm Unit  
1700 Foss Drive  
Baton Rouge, LA 70802